

TWPPO PROCEDURE:	REQUESTING AN OMS LOG NUMBER	PRO(TWPPO)-001.000
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Requesting an OMS Log Number

I. Purpose:

This document describes the steps for requesting an OMS log number for incoming/outgoing correspondence and records.

II. Cautions and Hazards:

None.

III. Requirements:

None.

IV. Procedure:

A. Steps:

1. Decide if the correspondence is incoming or outgoing.
2. If the correspondence is incoming (memo, letter, e-mail, fax), identify required information listed below either by attaching a sticky note or writing the information on the correspondence.
 - Receiver
 - Sender and affiliation
 - Subject
 - Date received
 - Key words
3. Indicate if the office personnel needs to distribute the correspondence.
4. Put correspondence in the "in" file tray located in the front office.
5. If the correspondence is outgoing and hard copy (MEMO, LETTER, E-MAIL, FAX), identify required information listed below either by attaching a sticky note or writing the information on the correspondence.
 - Sender
 - Receiver and affiliation
 - Subject
 - Date sent

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- Key words
6. Identify if the office personnel need to distribute the correspondence.
 7. Put original in the “out” file tray located in the front office.
 8. If the correspondence is electronic (e-mail) type required information on the first line in the body of the message:
 - Subject
 - Key Words
 - **OMS Action: Assign ID and File**
 9. State on the correspondence whether the office personnel are to perform distribution.
 10. Send email message to addressee(s) and office personnel (smiths@lanl.gov) and to the OMS (twp-oms@lanl.gov) as a blind carbon copy (bcc) or carbon copy (cc).
 11. If it is a document or record, identify required information listed below either by attaching a sticky note or writing the information on the paper that needs to be logged.
 - Type and category (Acronym List [REF(TWP)-004.000])
 - Title
 - Author
 - Purpose
 - Date
 - Specify if document is new or a revision
 12. State on the document if the office personnel are to perform distribution.
 13. Put document into the “top” file tray located in the front office.

V. References:

None.

VI. Attachments:

None.